



| <b>NAME OF POLICY</b> | <b>UV RADIATION/SUN PROTECTION POLICY</b>  |
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| RATIONALE             | <p>To provide a policy and associated procedures, consistent with Occupational Health Safety and Welfare legislation, regarding protection from exposure to UV radiation and the sun.</p> <p>DECD is committed to providing and maintaining a safe and healthy work environment for its employees, students and visitors. This will be achieved through an effective preventative approach to the management of occupational health and safety, which includes the provision of appropriate advice and information to all employees.</p> |
| PUBLICATION DATE      | JULY 2015  |
| REVIEW DATE           | JULY 2017  |
| RELATED POLICY        | DECD Hot Weather Policy  |

## UV RADIATION/SUN PROTECTION POLICY

### DEFINITION

*“Medical Conditions which may result from exposure to UV radiation/sun”*  
may include sunburn, sun spots, skin cancer and eye damage

*“Protective Equipment”*

includes items such as hats, long sleeved clothing, sunglasses and sunshades.

*“UV Radiation”*

Is the part of sunlight which causes sunburn and skin damage leading to premature ageing and skin cancer. There are three types of UV rays, UVA, UVB, and UVC. UVA and UVB are naturally occurring UV rays, which are of concern because of their potential to cause skin cancer. UVC does not reach the earth's surface as it is absorbed or scattered in the atmosphere. It should be noted that all UV radiation exposure is cumulative.

### EVALUATION

The evaluation of the effectiveness of this policy and associated procedural guidelines will occur through the State WHS Consultative Committee monitoring of injury statistics and cost of providing protective equipment/materials and any other information provided by the OHS Unit.

### PROCEDURES

All staff must wear protection against UV radiation/sun if working outdoors. Exposure of the skin to the sun between 10am and 2pm (or 11 am and 3 p.m. during daylight saving) will cause mild sunburn within 12 minutes (it should be noted that certain skin types may burn faster than this) This could include long sleeved tops and long pants or skirts and sunglasses. Hats must be worn.

Consider strategies such as:

- Trying to reschedule certain jobs or limiting jobs to safer times of the day, for example, before 10 am and after 2 pm and during daylight saving before 11 am or after 3 p.m.
- Where possible modify the activities so that outdoor work is avoided during the time of the day when ultraviolet B levels are highest. Eg prior to and after the times stated above.
- Remain in the shade where practicable when on duty and carry drinking water.
- Have the indoor gym utilized more during excessive days of heat as it is air conditioned and provides a safer more UV friendly place.

- Record the distribution of sun protection to eligible employees. The record should be maintained and be available for audit purposes. This need not be an elaborate register but should include:
- Staff members can claim equipment on tax.

**Employees must:**

- Note that exposure of skin to the sun between 10 am and 2 pm (or 11am and 3pm during daylight saving) will cause mild sunburn within 12 minutes (it should be noted that certain skin types may burn faster than this)
- Follow reasonable direction regarding minimising exposure
- Utilise all appropriate equipment materials

**Employees are expected to provide their own protective equipment for:**

- Yard duty
- Sports days
- Excursions
- And other similar events